

M e m o r a n d u m

Date: July 15, 2010

To: Telecommunications Section
Attention: Captain J. Whiteford *Joe*

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the East Side Mountain remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the East Side Mountain remote site was completed by the Property Inspector (PI) on April 28, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the East Side Mountain remote site had a total property inventory population of seven items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the East Side Mountain remote site, all items reconciled and no discrepancies were noted (Attachment A).

Because of your diligent efforts involving the maintenance and accounting of state property issued to this remote site, no further follow-up is necessary on your part.

Safety, Service, and Security

Telecommunications Section

Page 2

July 15, 2010

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in blue ink, appearing to read "E. Sanchez", is positioned above the printed name.

E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff
Information Management Division
Office of Inspector General, Audits Unit

ATTACHMENT A

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ATTACHMENT B

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ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
East Side Mountain - RS73013**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	SITE CODE	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT												
1	F0496	Propane Tank			119704	73013	X					
2	F1039	Vault			N/A - VAULT	73013	X					
3	F1041	Air Conditioner			232719431	73013	X					
4	F2137	Generator			C900304232	73013	X					
5	F2140	Transfer Switch			K890276998	73013	X					
6	R22518	Charger/Power Supply	Oracle key	date used	B68804	73013	X					
7	R28363	Base Station - rack type			9341777	73013	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION